



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title PERSONNEL ASSISTANT 2 [Classified Competitive]			Salary Y25 \$65,565.90 - \$93,195.36
Posting Number 340-20	Position Number 943395	Number of Positions 1	Posting Period * From: 10/13/2020 To: 10/27/2020
Location: Health and Agriculture Building 369 South Warren St, Trenton, N J 08625			Scope of Eligibility/Open to: All Departments/State Employees

GENERAL DESCRIPTION

Under general direction of the Personnel Assistant 1, Payroll/PMIS unit in the Department of Health, enters and reviews PMIS transactions such as new hires, promotions, demotions, UA Leaves, conversions of appointment types, terminations and retirements for assigned payrolls. Calculates salary adjustments and anniversary date assignments and submits to supervisor for review and approval. Determine salary calculations and provide salaries for SOIL program. Types progress reports and Notices of Personnel Action forms for appointments, promotions, advancements and salary adjustments. Enters and reviews position changes into CSS Reclassification System, organize and prioritizes assigned work to meet office, PMIS and Payroll/e-CATS deadlines. Prepares regular and supplemental payrolls for assigned divisions and submits to supervisor for review and manager approval. Prepares and submits Leave requests for DOH employees including but not limited to FMLA, FLA, FLI, TDI, Donated leave, Jury Duty, Convention, Military Leave, Voluntary Furlough, School Volunteer and Worker's Compensation. Independently interprets and applies all federal and state laws, Administrative Code, Union contracts and DOH policies governing leaves of absence. Prepares and maintains a five or more consecutive days leave report for distribution to HRS Manager, Employee Relations and HRS Director and EHSP (only for Workman's Compensation cases). Maintains spreadsheet for all employees on leave of absence and worker's compensation. Processes and certifies retirement applications, purchase of service credit, verification of employment request, unemployment forms and disability forms.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EDUCATION: Graduation from an accredited college with a Bachelor's degree.

EXPERIENCE: Three (3) years of professional experience in a personnel program of a public or private organization.

NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year for year basis.

NOTE: A Master's degree in business administration, personnel administration, public administration, management, or other related field may be substituted for one (1) year of the indicated experience.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:
PSTHR@doh.nj.gov
- Mail the required documents to:
Ann Marie Kopczynski, Manager 3, Human Resources
Human Resources Services
Reference Posting #340-20
New Jersey Department of Health
PO Box 360
Trenton, NJ 08625-0360

Required documents:

- cover letter
- resume
- completed application, found at:
<http://www.nj.gov/health/forms/dpf-663.pdf>

** Responses received after the closing date MAY be considered if the position is not filled.*

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
 - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and/or post-employment alcohol and drug testing.*
 - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
 - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
 - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
 - **The New Jersey Department of Health is an Equal Opportunity Employer.**
 - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*

PER-53
AUGUST 20